UNITED NATIONS **ST**

Secretariat

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ADMINISTRATIVE INSTRUCTION*

PERFORMANCE APPRAISAL SYSTEM: TERMS OF REFERENCE OF JOINT MONITORING COMMITTEES AND GLOBAL JOINT MONITORING COMMITTEE

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of defining the terms of reference of the Joint Monitoring Committees and the Global Joint Monitoring Committee established pursuant to paragraph 21 of ST/AI/411 of 18 September 1995, promulgates the following:

Section 1

Joint Monitoring Committees

1.1 Constitution/membership. A Joint Monitoring Committee (JMC) shall be constituted in each department or office. The members of the Committee shall be appointed by the head of the department or office and shall consist of two members nominated by management, two members nominated by the staff from the department or office in accordance with local practice and a chairperson nominated by the head of the department or office in consultation with the staff. Each member shall serve for a two-year renewable term.

1.2 Functions. The JMC shall monitor and review the implementation of the performance appraisal system (PAS) by the department or office concerned with respect to timeliness of the process, compliance with its procedures and overall results. It shall work with the department or office to support the institutionalization of the PAS in that department or office for the first three years following full implementation of the PAS, after which the necessity for maintaining JMCs will be reviewed. The head of the department or office shall provide the JMC with the statistical information necessary to conduct this review. While the mandate of the JMC does not include consideration of individual cases, individual staff members may agree that their cases be considered in the context of a discussion of broader issues of general impact.

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The JMC shall draw the attention of the Management Review Committee of the department or office to any problems it perceives in the implementation of the PAS and may propose possible solutions.

1.3 Meetings and reports. The JMC shall meet three times a year, namely, at the performance planning stage, immediately after the mid-year review and at the appraisal stage at the end of the performance year. It shall prepare a compliance report for each of those stages. The reports concerning the performance planning stage and the mid-year review shall be submitted to the Management Review Committee through the head of the department or office. The report concerning the appraisal at the end of the performance year shall be submitted to the Global Joint Monitoring Committee, with a copy to the Management Review Committee, within 45 days of the last working day of the relevant performance year. That report shall include a consolidation of the first two reports, a compliance review of the end-of-year appraisals and an overall summary of the PAS implementation process in the department or office for that year.

Section 2

The Global Joint Monitoring Committee

2.1 Constitution/membership. The Global Joint Monitoring Committee shall be a subsidiary body of the Staff-Management Coordination Committee. The Global JMC shall be composed of two members nominated by management, two nominated by the staff and a chairperson appointed after staff consultation by the President of the Staff-Management Coordination Committee. Each member shall serve for a one-year renewable term. The Global JMC shall perform its functions for the first three years following full implementation of the PAS.

2.2 Functions. The Global JMC shall examine policy issues involved in PAS implementation. It shall review the reports submitted by JMCs and prepare one annual report on the implementation of the PAS in the various departments and offices. That report shall include appropriate recommendations on the implementation and overall effectiveness of the PAS and shall be submitted to the Secretary-General through the Staff-Management Coordination Committee.

2.3 Meetings. The Global JMC shall meet once a year, immediately prior to the annual meeting of the Staff-Management Coordination Committee, which will review the report of the Global JMC and transmit it to the Secretary-General.

Section 3

Final provision

The present instruction shall enter into force on 15 October 1997.

(Signed) Joseph E. CONNOR
Under-Secretary-General
for Management